

2022 - 23

Minutes of the meeting held on 22/08/22

The first meeting of the academic year 2022-23 was held at 2 pm in the conference room. The meeting started with a silent prayer.

#### COMPOSITION

- Prof. Dr. Milton Franz (Principal)
- Dr. Jaya Kuruville (Convenor)
- Dr. Bindu Christopher (Staff representative)
- Sr. Mercina (Sr. Tiji Joseph) (Office Superintendent)
- Sri M.O. John (Municipal Chairman)

#### AGENDA

- To plan the activities of scst cell for this academic year
- To monitor the admission process of scst students

#### DISCUSSION

- Prof. Dr. Milton Franz emphasized the significance of remedial classes + counselling sessions for needy students
- Discussed about the admission of scst students
- Principal told that details of scst students can be taken from the admission software

#### DECISIONS

- Details of scst students to be collected from admission software.
- To give remedial classes + counselling sessions to needy students
- To maintain scst register in the office



MEMBERS PRESENT

- Prof. Dr. Milon Franz
- Sri. M.O. John
- Dr. Jaya Kuruvilla
- Dr. Bindu Christopher
- Sr. Diji Joseph

*[Handwritten signatures and initials]*

ACTION TAKEN

- A register is maintained in the college office to enter admission & scholarship details.
- Mentoring sessions are given by respective mentors
- Counselling is given to needy students

*[Handwritten signature]*

JAYA KURUVILLA



Prof. Dr. Milon Franz  
Principal-in-charge  
St. Xavier's College for women  
Aluva - 686101

## Minutes of the meeting held on 20/01/23

The second meeting of the academic year 2022-23 was held at 1.30 pm in the conference room. The meeting started with a silent prayer.

### AGENDA

To monitor the various scholarships given to self students

### DISCUSSION

- Prof. Dr. Milton Franz informed that for e-grantz the aadhar card of students should seed with their bank account.
- Principal also said that for e-grantz the students must have the allotment memo even if they are regular students.
- Principal directed the office staff to give instructions to students regarding this.

### DECISIONS

- The verification of e-grantz applications of students has to be completed.
- To give instructions to students about the various scholarships.
- To instruct the students to seed the aadhar card with their bank account number.

### MEMBERS PRESENT

- Prof. Dr. Milton Franz
- Sri. M.O. John
- Dr. Jaya Kuruvilla
- Dr. Bindu Christopher
- Sr. Fiji Joseph

*[Handwritten signatures and initials corresponding to the members listed above]*

## ACTION TAKEN

- The verification of e-grantz applications are being done in the office.
- Mentoring sessions are given by respective mentors.



JAYA KURUVILLA

Prof. Dr. Milton Franz  
Principal-in-charge  
St. Xavier's College for women  
Aluva - 683101